



To the Point: Welcome to Webinars: Email Notifications

Slide 1: *To the Point* is presented by the Provider Outreach and Education Department at CGS.

Slide 2: The Provider Outreach and Education department creates these brief recordings on hot topics or upcoming events. The purpose is to provide suppliers with quick information on identified topics, how they affect you and any action(s) needed on your part. These recordings are less than 10 minutes and will contain resources for additional information when applicable. This segment of *To the Point* is on **Welcome to Webinars: Email Notifications**.

Slide 3: Now that you have registered to attend and added webinar sessions, let's discuss receiving webinar email notifications.

For each webinar session you sign up to attend, you receive two reminder emails from the CGS *Learning On Demand Email Box* (CGS.JBJC.LEARNINGONDEMAND@cgsadmin.com).

One reminder the day before a webinar that you've registered for. CGS will also send you an email on the day of each webinar, one hour before the webinar begins. Let's take a closer look at these two emails.

Please be aware, you will not get the emails if you have opted out of webinar email notifications.

Slide 4: This is an example of the **first** reminder email you'll receive one day before the session. The email will include the name, date, and time of the webinar and other details such as your confirmation number and a list of all the webinars you've registered for. The confirmation number never changes; it's the same confirmation number that you receive when you first register.

Slide 5: This is an example of the **second** reminder email you'll receive one hour before the webinar begins.

In the body of the email, you'll see information about the webinar for which you have registered, including a link to automatically log into Attendee Hub without entering a verification code. By clicking on the link, you'll directly be taken to the webinar. You can only join the webinar 5 minutes before the scheduled start time.

Slide 6: Now that you are familiar with the two email session reminders, we'll review how to activate email delivery to your webinar account in Attendee Hub.

First, access the Cvent Attendee Hub link (<https://cvent.me/LD3gPz>) to log in. You can save this link for future use. This link will open a page, titled, "CGS JB & JC Webinars," as shown on this slide. Enter your **First** and **Last Name** and **Email Address**. This is the email address that you registered with. Click **Next**.



Slide 7: After choosing **Next**, CGS will send you a **Verification Code** to your mobile phone and/or email. If you don't have access to email, you will need to check your phone for a text message with the **Verification Code**.

You will see "**Almost Done!**". Enter the **Verification Code** that you received and click **Log In**.

Slide 8: Now that you are in Attendee Hub, you will see a page that says, "**Welcome**," followed by the **Name** you registered with. In the right corner, choose the **Person Icon**. A **drop-down** box will appear. Next, choose **Settings**.

Slide 9: Under **Settings**, choose **Notifications**. To the right of the page, you will see a **Toggle Switch**. The **Toggle Switch** determines whether CGS sends webinar emails to you.

If the button is pushed to the **Right**, as shown in this screen shot, you receive webinar notification emails. If the switch is pushed to the **Left**, you won't receive these emails. Once you have made sure the switch is pushed to the **Right**, you are all set; you will receive webinar emails!

Please note that if you still are not receiving emails, check your spam folder in your email.

Slide 10: If you are finished setting your email notifications, simply click **Log Out**, by choosing the **Person Icon** to the right of the page. A **drop-down** box will appear. Click **Log Out**.

Slide 11: CGS offers an entire Welcome to Webinars *To the Point* series including:

- **Registration:** Walks you through step-by-step instructions in registering for our webinars.
- **Add Webinar Sessions:** Provides step-by-step instruction of how to add or remove webinar sessions using the Attendee Hub site.

Here are resources for today's edition of *To the Point*. Links to:

- **CGS Medicare Webpage**
 - JB: <https://www.cgsmedicare.com/jb/index.html>
 - JC: <https://www.cgsmedicare.com/jc/index.html>
- **CGS Education Calendar of Events Webpage**
 - JB: https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_b/jb_report.aspx
 - JC: https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_c/jc_report.aspx
- **Cvent Attendee Hub**
 - <https://cvent.me/LD3gPz>
- **CVENT for CGS Webinars**
 - https://www.cgsmedicare.com/pdf/dme/dme_cvent_registration.pdf
- **CGS Provider Outreach and Education (POE) Email**
 - CGS.JBJC.LEARNINGONDEMAND@cgsadmin.com

Slide 13: Thank you for viewing this session of *To the Point* on Webinar Email Notifications. We hope you will join us again for other educational offerings by the Provider Outreach and Education Department here at CGS.